

**Tennessee Department of Human Services
Division of Community and Social Services
Executive Administrative Assistant 1
Nashville, Tennessee**

The Tennessee Department of Human Services is currently seeking experienced candidates to provide leadership support to top level executive within the department. The Executive Administrative Assistant 1 (EAA1) provides high-level administrative support to the Assistant Commissioner for the Division of Community and Social Services.

The Executive Administrative Assistant enhances the Assistant Commissioner's effectiveness by providing day to day office support through many administrative & clerical duties. Plans, coordinates and ensures the Assistant Commissioner's schedule is maintained by managing an extremely active calendar of appointments. Provides a bridge for smooth communication between the AC's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff and direct reports. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. The Executive Administrative Assistant must have the ability to work independently on projects from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Executive Administrative Assistant must be a very strong written communicator, often writing letters, emails and reports on behalf of the Assistant Commissioner.

Minimum Qualifications:

- **Expert level of written and verbal communication skills**
- **Four or more years working for a high level Executive**
- **Experience/Proficiency in Microsoft Office, EXCEL, PowerPoint, Outlook**
- **Two years+ as an Executive Administrative Assistant or equivalent**
- **Demonstrated ability to achieve high performance goals and meet deadlines in fast paced environment**
- **Experience scheduling travel arrangement for management**
- **Two year degree in related course of study**

Preferred:

- **Demonstrated proactive approaches to problem-solving with strong decision-making capability**
- **Support experience in a human service program or government agency**
- **Bachelor's degree from an accredited college or university**

Location: Downtown Nashville

Hours: 8:00 to 4:30

Salary commensurate with experience

Eligible applicants may send resumes to Gennie.Franklin@tn.gov for consideration by Friday, April 10, 2015.